



# Annual Training Session

Dear Friends:

The 2024 County Commissioners Association Training Session will be held Wednesday through Friday, Feb. 28-March 1, at Margaritaville Lake Resort. Under statutory law, the chief portion of the association's continuing education responsibility centers on this mandatory training for the presiding and two associate commissioners in all counties, except St. Louis, St. Charles, Jefferson, Clay and Jackson. At this meeting, you will have the opportunity to meet with 327 commissioners who are solely responsible for the purchase of supplies, equipment, and services for Missouri's counties.

Your generosity in signing on as a sponsor will allow commissioners to attend their meeting at a greatly reduced fee and is very much appreciated.

## Sponsorship Opportunities

- **Hospitality Suites – \$600** (18 rooms; Wednesday night only) Please see hospitality suite page for more information and a diagram for the physical layout of the suites on the hotel's 6th floor.
- **Premium Hospitality Suites – \$1,200** (5 rooms; Wednesday night only) These rooms are the Windgate 60-64 meeting rooms. Since they are hotel meeting space, all food and beverages must be purchased through the hotel. Please see hospitality suite page for more information and a diagram for the physical layout of the suites on the hotel's 6th floor.
- **Program Printing Cost – \$1,000** (inside front and back cover recognition via advertising; one available)
- **Thursday Breakfast Sponsor – \$750** (includes three breakfast passes, podium recognition & signage)
- **Thursday Luncheon Sponsor – \$750** (includes three luncheon passes, podium recognition & signage)
- **Friday Breakfast Sponsor – \$750** (includes three breakfast passes, podium recognition & signage)
- **Refreshment Break – \$600** (includes podium recognition)
- **Gift Giveaway – \$500** (only one available)

All sponsorships include three registrations for company representatives. A \$100 fee will be added for any additional attendee registrations beyond the three registrations included.

On Thursday night, Feb. 29, the evening is open from 4:30-7 p.m. for commissioners to accept off-site dinner invitations from sponsors or have dinner off-site on their own. Then, from 8-10 p.m., CCAM is hosting a Trivia Night for commissioners and sponsors. All participants will receive identifying sponsorship name badges, acknowledgment in the conference program, as well as podium recognition at various times throughout the three-day meeting.

**Unfortunately, no sponsorship includes attendance at meal functions (with the exception of the breakfast and luncheon sponsors mentioned above for that meal only).**

If you wish to participate in CCAM's Annual Training Session, please fill out the accompanying form. Prior to filling it out, call Carah Bright or Meredith Melahn 573-634-2120 to see if a suite is still available. We look forward to having you with us!

By submitting your application and payment for the 2024 CCAM Training Session, you are agreeing to the **CCAM/MAC code of conduct policy** which can be found online.

**Exhibitor/Sponsor Cancellation Policy** – Ten business days before the CCAM Training, there will be a \$150 cancellation fee. There will be no refund for cancellations within 10 business days of the CCAM Training.

# Hospitality Suites Information

For those who are interested in being a hospitality suite sponsor, please review the following information:

1. **Hospitality suites will only be open on Wednesday night from 5:30 p.m. until close or 11 p.m.** As usual, we request all hospitality suites remain closed during training session hours.

2. **You are free to bring in your own food and beverages and are not required to order from Margaritaville unless you purchase a premium suite.** We do, however, encourage you to purchase food from the hotel. If you want to purchase food or have special requests, call Darlene Vance, the convention services manager, at 573-348-8571 or email her at [DarleneVance@mvresortlakeoftheozarks.com](mailto:DarleneVance@mvresortlakeoftheozarks.com).

3. Hospitality suites cost \$600 for a regular room and \$1,200 for a premium room. This fee, which is payable to CCAM, **includes the room rental charged by the hotel.** (Please refer to the diagram.) **Note: Sleeping beds can be removed from the room upon request for a fee of \$100 per room. You are responsible for this fee, which is payable directly to the hotel.** The following items will be included free-of-charge in the hospitality package:

Hospitality Rooms -- 10 chairs, two waste cans and one draped six-foot table.

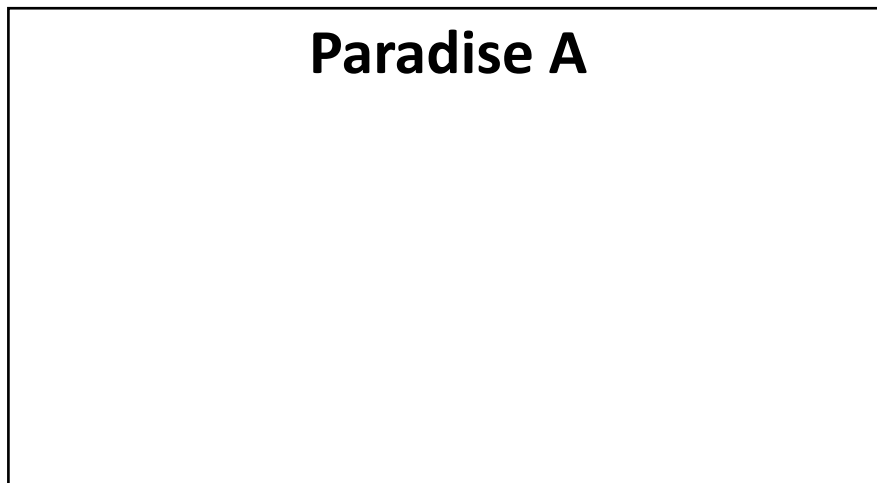
Premium Hospitality Rooms -- Two round tables, 20 chairs, one large waste can and one draped six-foot table.

4. One company per hospitality suite. No exceptions, unless both companies each pay the full fee.

**Hotel registration information will be sent upon sponsorship confirmation.**

Meeting Room 64
Meeting Room 63
Meeting Room 62
Meeting Room 61
Meeting Room 60

## Hospitality Map



**6th Floor**

681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698

# Sponsor Request Form – CCAM 40th Annual Training Session

Please print or type the following information **exactly as you wish it to appear in the conference program**.

Organization: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Company Representatives who will attend: \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

No outside displays of heavy equipment are permitted.

**Commissioners are advised not to accept dinner invitations on Thursday night, Feb. 29 from any vendor who is not a valid sponsor.**

We request the following:

\_\_\_ Wednesday, Feb. 28, **Hospitality Suite** for \$600 – Room preference \_\_\_\_\_

\_\_\_ Wednesday, Feb. 28, **Premium Hospitality Suite** for \$1,200 – Room preference \_\_\_\_\_

\_\_\_ **Program Printing Costs** for \$1,000 each (for ads on inside front and back covers)

\_\_\_ **Thursday Breakfast Buffet** for \$750 (includes 3 breakfast passes)

\_\_\_ **Thursday Luncheon** for \$750 (includes 3 luncheon passes)

\_\_\_ **Friday Breakfast Buffet** for \$750 (includes 3 breakfast passes)

\_\_\_ **Refreshment Break** for \$600 (only two available)

\_\_\_ **Gift Giveaway** for \$500 (only one available)

**Hotel registration information will be sent upon sponsorship confirmation.**

Email this form to [cbright@mocounties.com](mailto:cbright@mocounties.com), then send your sponsorship check made payable to the County Commissioners Association of Missouri

CCAM Annual Training Session  
PO Box 1912  
Jefferson City, MO 65102-1912